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**SAVOY SELECT BOARD MEETING**
**SAVOY TOWN HALL**
**March 10, 2026**

**MINUTES**

**Members Present:** Justin Kaczowski, Marie Saucier, Brenda Smith

The meeting was called to order at 5:00 pm by Justin Kaczowski, seconded by Brenda Smith.

A motion to accept and sign the meeting minutes from February 24, 2026, was made by Marie Saucier; seconded by Brenda Smith; Unanimous. Vote: 3-0-0.

**PUBLIC COMMENT:** none

**COMMITTEE REPORTS:** none

**DEPARTMENT REPORTS:**

**Highway Department, Jon Choquette**

- The FY26 snow & ice budget is slightly over the allotted FY26 funds; Jon is anticipating having to order one more load of salt to see the town through the end of winter.
- Minor maintenance repairs were done to the town trucks over the past few weeks.
- Jon inquired with the Select Board about purchasing another used truck to add to the fleet providing there is enough money in the highway budget at end of FY26.
  - Marie Saucier made a motion for Jon to pursue looking for a used truck to add to the highway vehicle fleet; seconded by Brenda Smith; unanimous. Vote: 3-0-0.
- Highway will apply cold patch to Lower Loop Road as a temporary fix to the potholes.
- A performance review for the newest highway employee will be conducted at the beginning of April.
- The Select Board advised Jon to submit any completed course certificates to MIIA insurance for credit rewards.

**Town Clerk, Valerie Reiner (tabled from February 24th)**

- The Town Clerk provided the Select Board with a current listing of elected and appointed town seats with relevant term information. The list also included open vacancies.
  - The Select Board reviewed the list and recommended edits be made for appointments that are now either a shared service position or vendor service:
    1. Animal Control Officer (ss)
    2. Boad of Health Inspector (ss)

3. Veterans Agent (ss)
4. Council on Aging (ss)
5. Town Counsel (vs)

- The Town Clerk has not heard back from the State regarding the reorganization of the Town By-laws yet. The Town Clerk will continue to submit any future Bylaw changes as they come about.
- The Town Clerk presented the Select Board with information on purchasing a TV/monitor for the Town Hall which is a necessity for the Poll Pad purchased for Town elections. It will be mounted to the wall and will be available for other Town departments/committees to use for remote video conferencing. The funds for purchase will come out of the election fund budget.
  - Marie Saucier made a motion for the Town Clerk to purchase a TV/Monitor; seconded by Brenda Smith. Vote: 3-0-0.
- The Town Clerk provided the Select Board with a price quote for the Meridia Voting System. This automated voting system, referred to as "clickers", would replace handheld paper cards currently used at annual and special town meetings. Moving to this platform would keep the voting process anonymous and more democratic and be faster as the tally is cast directly to a monitor screen.
  - The Town Clerk noted the minimum quantity for purchase is 200 and the cost is $9,995.
  - The Town Clerk suggested, due to the exorbitant cost instead of purchasing outright and only using it once or twice a year, it may be a better idea to go in with other towns in Berkshire County and coordinate the logistics of use. The Town Clerk will present the idea at the upcoming Berkshire County Town Clerk Association meeting to see if there is any interest with other towns joining in on the purchase and report findings back to the Select Board.
  - The Select Board inquired whether renting the item would be feasible and after discussion it was determined not to be cost effective. The Select Board will bring it to the Finance Committee for consideration:
    1. Inquire if the town can start saving for the purchase
    2. A possible Capitol Improvement purchase
  - Casey Pease will make inquiries to see grant funding is a possibility.
- The Town Clerk brought to attention the dangerous parking situation at the Town Offices. She noted that cars parked in front of the Town Office often make it problematic and difficult to see when exiting and oncoming traffic tends to be going over the speed limit.
  - The Highway Department will consider putting up a mobile speed sign trailer or parking the police cruiser at the Town Office to slow oncoming traffic.
  - Another possibility is to reorient parking on a diagonal.
  - A suggestion was made that the roadside trees be cut or trimmed for better visualization of oncoming traffic.
- It was brought up regarding the Town Office parking lot project that moving the mailboxes to the front of the Town Offices would result in a dangerous exiting situation; the suggestion was made to shorten the length of the handicap ramp and relocate the mailboxes to the side of the building.

**Town Accountant, Kelli Pontbriand**

- The Town Accountant has been in contact with an accounting firm willing to provide the Town with audit services. The last audit was conducted in 2014 and is long overdue.
- The Town Accountant presented the Select Board with an engagement letter for audit services by Roselli, Clark & Associates in the amount of $27,000.
  - Marie Saucier made a motion to sign the engagement letter with Roselli, Clark & Associates to provide audit services; seconded by Brenda Smith; unanimous. Vote: 3-0-0.
- The Select Board recommends appropriating $9,000 annually to audit services as an audit should be conducted every three years.
- The Town Accountant reported that she has no current issues with the Town accounting.
- She is trying to reconcile the past five years of bank statements leftover from the prior accountant/treasurer. With no reconciliation being made it has left $35,000 in outstanding checks on the books. She acknowledged if there are any remaining outstanding checks after reconciling five years' worth of bank statements she will need to do a "write off".
- The school has been integrated into the VADAR system and is running smoothly.
- The Select Board stated they are very pleased with the accountants' job performance and thanked her for all the hard work she has done to date.

**BUSINESS TOPICS:**

**Planning Board-STR Proposed Amendment to Zoning By-law**

- The Planning Board presented the Select Board with a Short-Term Rental of residential properties zoning by-law amendment for review and approval. There is currently no STR regulation Bylaw and as such could potentially be a liability to the town if not addressed.
- The proposed STR amendment outlines a two-tiered approach for permitting. Both will need to comply with all applicable provisions of the proposed Bylaw regarding registration, inspection, operational and safety requirements:
  1. Owner-Occupied STR (By-Right)
     - STR located within an owner-occupied dwelling shall be allowed by right-no special permit required
  2. Non-Owner-Occupied STR (Special Permit Required)
     - STR located within a Non-Owner-Occupied dwelling shall require a special permit from the Zoning Board prior to operation. With considerations for the following:
       a. The character of the neighborhood and surrounding land uses
       b. Adequacy of parking, access, and site circulation
       c. Potential impacts on public safety, noise, and the quality of life of abutting properties
       d. The history of code of compliance at the property, if any.
- After review and discussion Marie Saucier made a motion to approve the STR amendment to the Zoning Bylaw allowing the Planning Board to proceed; seconded by Brenda Smith; unanimous. Vote: 3-0-0

- The Planning Board will schedule a public hearing for residents' input and answer any questions; the Select Board will be kept appraised of the date for the public hearing.

**Review & Sign MaDOT Contracts for Chapel Road over Chickley River Culvert Project**

- Brenda Smith made a motion to allow Marie Saucier to sign the MaDOT contracts for the Chapel Road over Chickley River Culvert Project as the Project Manager and Justin Kaczowski sign as Select Board Chair; seconded by Justin Kaczowski; Marie Saucier abstained. Vote: 2-0-1.

**Annual Town Meeting-Discuss Items for Warrant**

- The Select Board discussed several items to be on the warrant for the upcoming Annual Town Meeting.

**MIIA Insurance- FY27 Policy Review**

- Marie Saucier made a motion to table the review of FY27 insurance policy until she has had a chance to fully examine the documents for completeness; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

**Review & Editing of the Town Handbook Policies-(Continuation) tabled from February 24th**

- Several policies were reviewed with necessary edits made where needed.
- Marie Saucier made a motion to adopt the revised vacation policy; seconded by Brenda Smith; unanimous. Vote: 3-0-0.
- Marie Saucier made a motion to adopt IRS standard reimbursement for travel milage; seconded by Justin Kaczowski; unanimous. Vote: 3-0-0.
- There are questions on the remaining policies that need answers. A motion was made by Marie Saucier to table the remaining policies until the next meeting; seconded by Justin Kaczowski; unanimous. Vote: 3-0-0.

**Correspondence:**

- A letter received from The Franklin Land Trust advising Savoy that there is a planned bicycle ride on 8/22/2026.
- A letter received from MassDOT advising preliminary FY27 Chapter 90 funds will be in the amount of $355,956.11.
- Two quotes were received for third party inspection services for the capped landfill. The Select Board will review all the quotes at the April 14th meeting.

**Select Board Items:**

- $6,200 in MEMA disaster recovery funds are available to submit for reimbursement after the last huge winter storm. Marie Saucier has completed and submitted the necessary paperwork.
- Marie Saucier will be attending the "Into Light" art exhibit at Hotel Downstreet; she is the Savoy representative for the Northern Berkshire Opioid Abatement Collaborative.
- Marie Saucier will be attending Beacon Hill in the Berkshires on April 11th.
- Appointment papers will be filled out and available for Select Board signature for Alan Haskins for the Finance Committee.

- The Select Board will draft a letter to send to the Parks & Recreation Committee and Conservation Commission requesting a master plan for land use for the 42 acres that the Savoy Parks Building is on.
    - The land is idle, if no plan is put in place the town needs to consider selling a portion to the state and lifting conservation restrictions to sell land to the abutters. The land will then generate income for the town. The Town Park building and immediate grounds will be retained.
- Marie Saucier will be drafting a notice to alert town residents of the pending culvert work to be starting on Chapel Road and that the road will be going down to one lane.
- The Select Board approved the purchase of a dehumidifier for the lower level at the Town Office.
- The Select Board inspected the Savoy Town Seal that was purchased for use when signing official documents.
- The Select Board approved new hours for the Select Board Administrative Assistant on a trial basis. If the hours are not convenient for the public the hours will need to be revisited.
  **Winter hours: September 1-May 31**-Mon., Tues., Thurs., Fri.: 3:30pm-7:30pm; Wed.: 9am-1pm
  **Summer hours: June 1-August 31**- Mon.-Fri. 9am -1pm.

**Adjourn Meeting:** Marie Saucier motioned to adjourn the meeting; Brenda Smith seconded; unanimous. The meeting was adjourned at 7:09pm.

**APPROVAL DATE:** 3/24/26

Justin Kaczowski, Chair

Marie E. Saucier

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant